Rev. 8-5-25

COURT OF COMMON PLEAS PROBATE / JUVENILE DIVISION
GEAUGA COUNTY, OHIO - JUDGE TIMOTHY J. GRENDELL
Courthouse Annex, 2nd Floor 231 Main Street, Suite 200
Chardon, Ohio 44024
Telephone No. 440-226-4446
Fax Probation: 440-375-6811 Fax Court: 440-375-6810

COURT POLICY REGARDING COURT EMPLOYEES PROVIDING LEGAL ADVICE

Ohio law and Codes of Conduct prohibit court employees, including deputy clerks, Resource Center staff, and Help Center staff from providing legal advice.

Deputy clerks may review paperwork that you present for filing to determine whether you have: (i) provided all required information, including required names, initials, and addresses, (ii) signed where required, and (iii) filed all paperwork, required by law, including the local court rules, such as required affidavits or instructions for service.

However, Deputy Clerks cannot tell you whether the paperwork that you present to the Clerk's Office, or the content of that paperwork, is adequate to satisfy your needs or intentions or satisfies all legal requirements, including the local court rules.

If you need legal advice, you should contact your attorney, otherwise call the Geauga County Bar Association at 440-286-7160 or the Legal Aid Society of Cleveland at 888-817-3777.

Help Center - The Court has established a Help Center. While the Help Center staff cannot provide you with legal advice, if you are not represented by an attorney, then the Help Center can assist you by providing general legal information and providing access to legal forms. A deputy clerk or Resource Center staff can give you additional information concerning the Help Center.

RESOURCE CENTER
INSTRUCTION SHEET FOR PRO SE FILINGS
[Parenting Time Only]
[For Parental Use – Motion]

WARNING

This Instruction Sheet provides you with a brief overview of the subject matter. It may not provide you with all the information that you require to be fully informed of the law that is applicable to your case. While the Resource Center can provide you with a limited amount of information, the Resource Center cannot provide you with legal advice, and this Instruction Sheet is not intended to provide you with legal advice that is applicable to your case. You must decide how to best use the information and instructions provided without the benefit of legal advice unless you retain an attorney.

Background - The Resource Center cannot provide you with any legal advice regarding the selection or preparation of legal forms. The Court's Help Center offers a few legal forms and information sheets for your consideration, which are included in this package. Before selecting, completing, and filing the legal forms offered to you in this package, the Resource Center recommends that you first seek legal advice from an attorney of your choosing or seek assistance from the Court's Help Center.

This package includes a Motion. The primary purpose of this Motion is for a Parent to obtain a court order for parenting time. A Motion should be selected if there is a legal proceeding in this Court regarding the minor child, no matter how long ago that legal proceeding was initiated. If a legal proceeding was never initiated in this Court regarding the minor child, then a Complaint should be selected. The Resource Center has other packages for Complaints.

General Instructions

1. All forms must be typed or completed with blue or black ink, and the printing must be legible.

2. The Motions offered in this package is intended solely for a Parent of minor child to obtain a parenting time (visitation) order. If you are a Nonparent (e.g., a grandparent, aunt, uncle, etc.) and you decide to file a Motion regarding or companionship time (i.e., "visitation" rights for a Nonparent) then the Resource Center has other packages for a Nonparent.

3. Certain documents must be notarized. Do not sign any document that must be notarized unless you are signing before a notary, including a deputy clerk, who is authorized to serve as a notary.

4. Do not present for filing any document in this package without first presenting to a deputy clerk (1) a government-issued photographic identification (e.g., a current driver's license or passport),

and (2) evidence of current mailing address (e.g., recent utility bill, bank statement account, property tax bill, voter registration card).[1]

5. Be prepared to pay a court cost deposit, which should not exceed $50. A deputy clerk will accept cash, personal check, or credit card. If you are an "indigent," then you may not be required to pay the court cost deposit. In that case prepare and file the Financial Disclosure Form (ODP-206R), together with the Motion. A deputy clerk can supply you with that form.[2]

6. This Motion is intended for a parent only when there is a pending court proceeding or a prior court proceeding concerning the minor child. If there has never been a court proceeding then consider the packet titled "Parent – Complaint Packet – Parenting Time Only," which is Packet L.

The Forms

1. **Motion**– Form GC Juv 033 (Motion for Grant of Parenting Time).

   Key Notes

   - DO NOT insert a minor child's name in the Motion. Only insert the child's initials where appropriate. You will provide the Court with the minor child's name and other pertinent information by preparing and filing a confidential document as explained below in item 2.

2. **CONFIDENTIAL INFORMATION** – Form GC JF 5.0 (Disclosure of Confidential Child Information).

   Key Notes

   - The purpose of this form is to keep confidential the identity of minor children. Accordingly, this form is not a public record and will be kept in a separate confidential file.

3. **PARENT HISTORY AFFIDAVIT** – Form GC JF 2.0 (Parent History Affidavit) if this is a motion to reopen a legal proceeding that was closed by the court.

   Key Notes

   - The purpose of this form is to alert the Court to a Parent's relevant felony history. Ohio law and the Court's Local Rules require that this form be prepared and filed whenever a new legal proceeding is initiated in this Court by a Parent.

[1] Rule 10 of the Geauga County Juvenile Court Local Rules.

[2] Rule 5 of the Geauga County Juvenile Court Local Rules.

4. **INSTRUCTIONS FOR SERVICE** - Form GC JF 7.0 (Request for Service).

Key Notes

- A deputy clerk must provide all persons, who have a direct interest in the matter and the minor child,[3] a copy of the Motion. Those persons are identified either in form GC JF 5.0 (Disclosure of Confidential Child Information) or the Court's docket. Persons who may have to be served include any attorney of record (including the county prosecutor), a guardian ad litem, and possibly Geauga County Job and Family Services. This form must be prepared and filed in order to give the deputy clerk the necessary information and directions. If you are unsure who are the parties or their attorneys, then a deputy clerk should be able to provide you with their names and addresses.

- <u>If the address of an interested person is unknown, then you must arrange for that person to be notified by "publication" of a copy of the Motion</u>.

    - Form GC JF 3.1 (Affidavit for Service by Publication) – you must prepare and file this form together with Form GC JF 7.0 (Request for Service) if the address of an interested person is unknown.

    - Note that at the bottom of Form GC JF 3.1 (Affidavit for Service by Publication) you must select whether "publication" should be made by newspaper or by the Court's website. Newspaper publication will have a significant cost while website publication does not. If you select publication by the Court's website, then prepare the top portion (including the person's name and last known address) of form GC JF 3.2A – Court's Website Publication Notice. The clerk will insert the hearing information.

    - If you select newspaper publication, then you must prepare and file Form GC JF 3.2 (Instructions for Service by Newspaper Publication).

Help Center Information Sheets

Before preparing and filing any pleading or other documents with the Court, you should read the following Help Center Information Sheets that may be applicable, which can be obtained from the Court's website, the Resource Center, or the Help Center.

- Allocation of Parental Rights and Responsibilities
- Jurisdiction of Ohio Juvenile Courts

[3] Again, see Rule 2(Y) of the Ohio Rules of Juvenile Procedure.

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

In Re: _____ Case No. _____
A Minor

I.D. No. _____

MOTION FOR PARENTING TIME Judge Timothy J. Grendell

Filed by: _____

1. This Motion concerns the minor child(ren), whose initials are set forth below and whose name, date of birth, and current address are described in a separate confidential document filed with the Court, (the "Children.").

   Minor Children Initials: _____

2. I am the ☐ mother ☐ father of the Child(ren).

3. Select one:

   ☐ The father and child relationship is presumed or has been established by law.

   ☐ The father and child relationship has not been established.

4. Other:

5. The court order requested below is in the best interest of the Child(ren).

Request

6. I request that this Court (select as applicable):

☐ grant me an emergency order (i.e. ex parte order) regarding parenting time because the best interest and welfare of the Child(ren) require immediate issuance. The facts supporting this request are set forth in the attached affidavit.

☐ grant me the following parenting time order:

☐ Other:

7. I seek such additional relief as the Court deems appropriate in law or in equity.

_____ _____

Street Address Signature

_____ _____

City, State, Zip code Telephone Number

MEMORANDUM IN SUPPORT
[Juvenile Rule 19]

1. This Court shall exercise its jurisdiction to determine child custody and parenting time under R.C. §2151.23(F)(1), and accordance with R.C. §3109.04.

2. The Court may award parenting time under R.C. 3109.04 or under R.C. 3109.051 in a pending child support proceeding.

3. This Court shall determine parenting time in the best interest of the child(ren) pursuant to R.C. 3109.051(D). The Court must consider the 15 "best interest" factors set forth in the provision.

4. R.C. §§ 3111.01 to 3111.18 govern the determination of paternity.

5. The Court has broad discretion in setting parenting time. See *Roudebush v. Roudebush*, 20 Ohio App.3d 380 (1984).

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

In Re: _____ Case No. _____
A Minor

I.D. No. _____

DISCLOSURE OF CONFIDENTIAL CHILD INFORMATION

Judge Timothy J. Grendell

Filed by: _____

The following is **CONFIDENTIAL** information concerning the identity of Child(ren), who are identified in this court proceeding by their initials, and the parents.

1. Initials: _____ Child's Name: _____ D.O.B. _____
   Child's Address: _____ Custodian _____
   Father is: _____ D.O.B _____ Paternity Established ☐ Yes ☐ No
2. Initials: _____ Child's Name: _____ D.O.B. _____
   Child's Address: _____ Custodian _____
   Father is: _____ D.O.B _____ Paternity Established ☐ Yes ☐ No
3. Initials: _____ Child's Name: _____ D.O.B. _____
   Child's Address: _____ Custodian _____
   Father is: _____ D.O.B _____ Paternity Established ☐ Yes ☐ No
4. Initials: _____ Child's Name: _____ D.O.B. _____
   Child's Address: _____ Custodian _____
   Father is: _____ D.O.B _____ Paternity Established ☐ Yes ☐ No
5. Initials: _____ Child's Name: _____ D.O.B. _____
   Child's Address: _____ Custodian _____
   Father is: _____ D.O.B _____ Paternity Established ☐ Yes ☐ No

Mother is: _____ D.O.B. _____

Dated: _____ _____
Signature

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

In Re: _____ Case No. _____ I.D. No. _____

Judge Timothy J. Grendell

PARENT HISTORY AFFIDAVIT [R.C. § 3109.04(M)]

INSTRUCTION: In any proceeding in this Court regarding custody or visitation of minor child(ren), each parent must prepare, execute, and file this Parent History Affidavit. After filing, and until a final dispositional hearing, you must promptly inform the Court, by filing a new Parent History Affidavit, of any new information related to the information requested below.

I, _____, am the ☐ mother ☐ father of the minor child(ren), whose initials are set forth above and whose name, date of birth, and current address are described in a separate confidential document filed with the Court.

☐ I have, or a member of my household has, been convicted or pleaded guilty to any criminal offense defined in R.C. 3109.04(C) or R.C. 3109.04(F)(1)(h), including a criminal act that (i) resulted in a child being an abused child or a neglected child, (ii) is a sexually oriented offense involving a victim who at the time of the commission of the offense was a member of the family or household that is the subject of the current proceeding; or (iii) resulted in physical harm to a member of the family or household that is the subject of the current proceeding.
If you answered in the affirmative, then complete the information required on the following page, which is part of this affidavit.

☐ I have not, and no member of my household has, been convicted or pleaded guilty to any criminal offense defined in R.C. 3109.04(C) or R.C. 3109.04(F)(1)(h), including a criminal act that (i) resulted in a child being an abused child or a neglected child, (ii) is a sexually oriented offense involving a victim who at the time of the commission of the offense was a member of the family or household that is the subject of the current proceeding; or (iii) resulted in physical harm to a member of the family or household that is the subject of the current proceeding.

I, _____, swear and affirm that I have read this affidavit. To the best of my knowledge and belief, the facts and information stated in this affidavit are true, accurate, and complete. I acknowledge that if I do not tell the truth, I may be subject to penalties for perjury.

_____
Your Signature

State of Ohio
County of Geauga

Sworn to and subscribed before me by _____ this _____, 20___.

_____
Notary Public

PARENT HISTORY AFFIDAVIT [R.C. § 3109.04(M)]

By: _____

EXPLANATION

1. Offender Name: _____
   Court and State: _____ Case No. _____
   Describe Offense: _____

2. Offender Name: _____
   Court and State: _____ Case No. _____
   Describe Offense: _____

3. Offender Name: _____
   Court and State: _____ Case No. _____
   Describe Offense: _____

4. Offender Name: _____
   Court and State: _____ Case No. _____
   Describe Offense: _____

_____
Your Signature

Court of Common Pleas
Juvenile Division
Geauga County, Ohio

In Re _____ Case # _____

REQUEST FOR SERVICE

ID # _____

Judge Timothy J. Grendell

Please serve the following document: _____.

Name: _____

Address: _____

☐ Certified Mail/Return Receipt ☐ Sheriff/Constable by ☐ Personal or ☐ Residence

☐ Other _____

Name: _____

Address: _____

☐ Certified Mail/Return Receipt ☐ Sheriff/Constable by ☐ Personal or ☐ Residence

☐ Other _____

Name: _____

Address: _____

☐ Certified Mail/Return Receipt ☐ Sheriff/Constable by ☐ Personal or ☐ Residence

☐ Other _____

Name: _____

Address: _____

☐ Certified Mail/Return Receipt ☐ Sheriff/Constable by ☐ Personal or ☐ Residence

☐ Other _____

_____

Print Name: _____

Telephone: _____

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

In Re: _____ Case No. _____
A Minor

I.D. No. _____

AFFIDAVIT Judge Timothy J. Grendell

I, _____, state the following:

_____
Your Signature

State of Ohio
County of Geauga

Sworn to or affirmed and subscribed before me by _____, this

____ day of _____, 20___.

_____
Notary Public